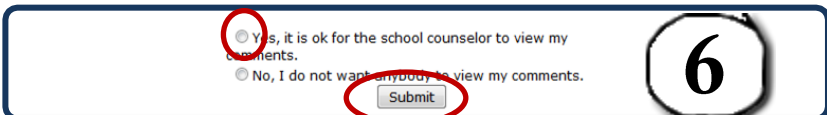
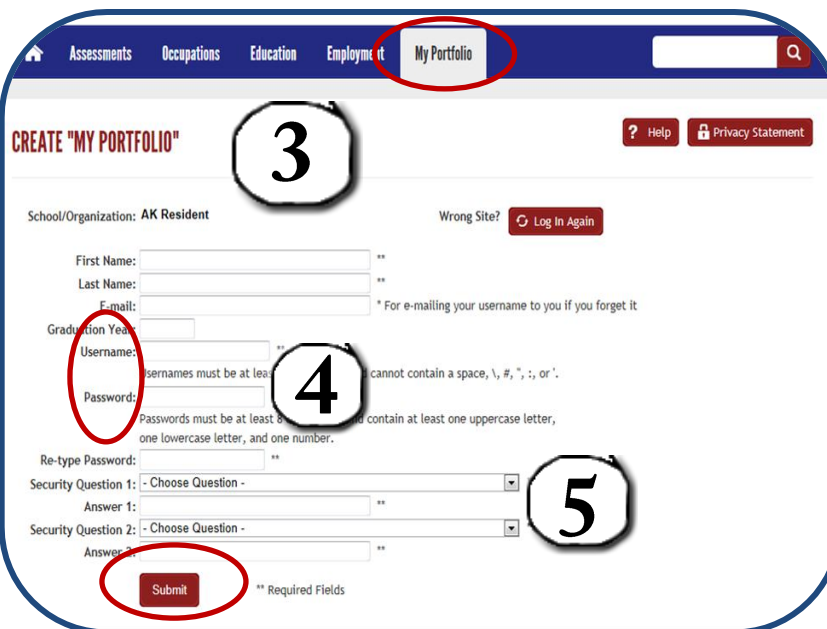
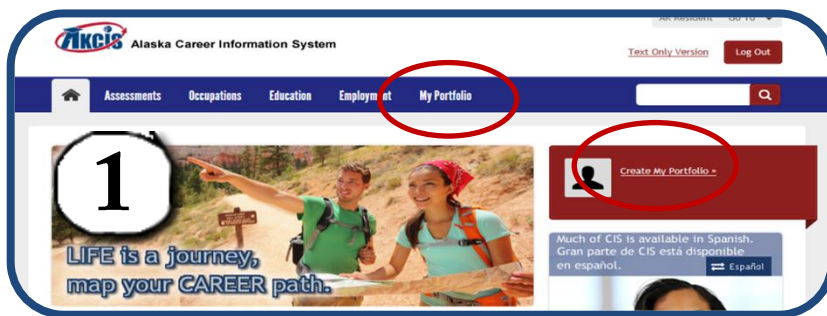


# CREATE MY PORTFOLIO

**My Portfolio is your electronic folder, which allows you to save information, research education and career options, store assessment results, explorations, and notes about the items you save. With My Portfolio, you can easily access your career checklists, career plans, and track your college applications. It also allows you to store your education and work history, and helps you create resumes.**

## My Portfolio Windows



## Create My Portfolio

1. Click the **My Portfolio** link on the menu bar located at the top of the home page, or click **Create My Portfolio** in the user badge
2. Click **Create My Portfolio** under the **New Users** header
3. Complete as many of the fields as possible. This contact information will also be used on your resume. You must complete all required fields, marked with asterisks (\*\*)
4. Create a username and password. If you receive an error message, either make the change indicated in the message, or review the tutorial for additional help.
  - a. Usernames must contain at least 6 characters. Passwords must contain at least 8 characters and contain at least one uppercase and one lowercase letter, and one number
5. Set up answers to the two security questions and click **Submit**
6. A Portfolio Access page will display. Check the appropriate button to indicate whether counselors may be provided access to view your comments. Select **Yes** or **No**, and click **Submit**.

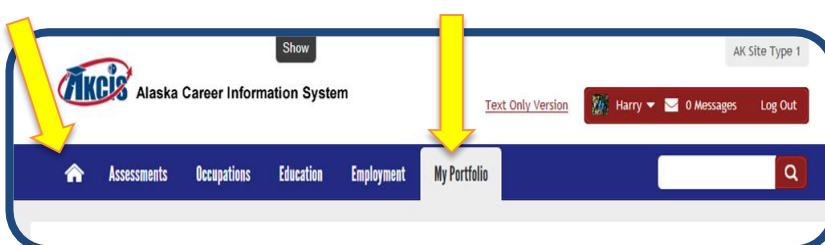
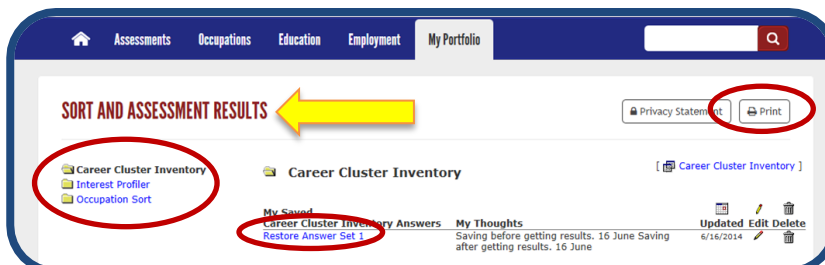
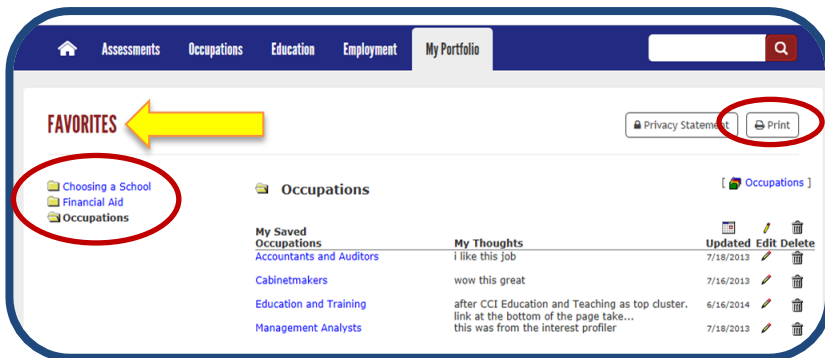
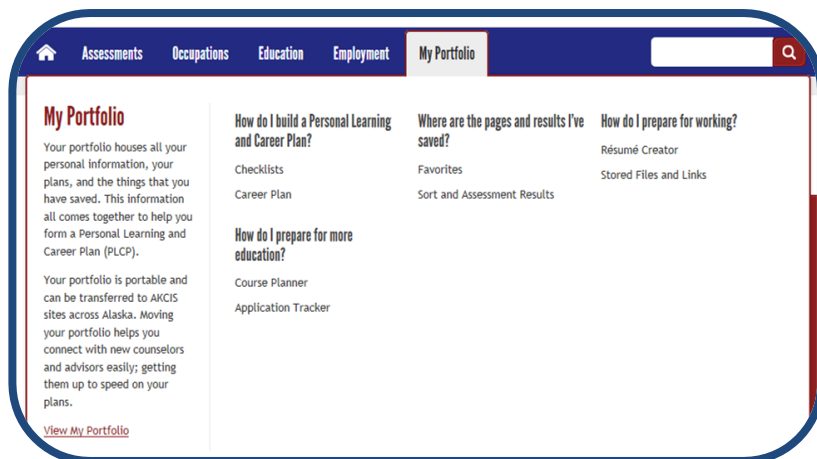
You will be redirected to the home page where you can access all the tools in your new portfolio. Click **My Portfolio** anytime to access your My Portfolio tools and content.

**Important** - After creating your Portfolio From now on, you will use your personal user name and password to log into AKCIS.

# CREATE MY PORTFOLIO

The My Portfolio menu varies slightly depending on the version of AKCIS you are using. However, all Portfolios contain these tools: Checklists, Career Plan, Course Planner, Application Tracker, Favorites, Sorts and Assessment Results, Resume Creator, and Stored Files and Links.

## My Portfolio Mega Menu



## Exploring My Portfolio

### My Portfolio Mega Menu items:

**Checklists:** Presorted, age-appropriate activities to help you research college and career options

**Career Plan:** Learn more about yourself, research and evaluate your options, set and update goals, and make career plans (Not listed as a separate tool in AKCIS Junior)

**Course Planner:** Plan and organize your school courses for several years in advance

**Application Tracker:** Record and track important test scores, college and scholarship applications (Not available in Junior)

**Favorites:** Organize the files you save. Once you save something, you can find it here. Click the folder title on the left and those files with your notes display in the middle of the page

**Sort and Assessment Results:** Click the title of the sort or assessment you saved or **Restore Answers** to go to that file or your results. You can easily write, edit and delete notes.

**Resume Creator:** Enter and save your employment and education history. With a few clicks of the mouse, you can select one of four different resume styles (or build your own).

**Stored Files and Links:** Upload, save, and view documents and links to important work samples. You have up to 5 MB of storage.

**Note:** Within each My Portfolio section, you have the option to **Print** that material.

Click **My Portfolio** to return to the portfolio summary page at any time.

Click the icon that resembles a house to return to the Home page.